BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Extended Diploma in Business and Hospitality
Unit number and title	**Unit 26: Hospitality Events**
Learning aims	**B:** Develop an event plan from a client brief **C:** Supervise a hospitality event from a client brief
Assignment title	**Supervising Events in Hospitality**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are an events supervisor in a hospitality business and have been asked by your manager to produce a proposal for an event and plan, prepare and run the event. Your manager will inform you of the style and type of event and give you a full brief including the number of customers and their requirements. You will need to be observed by your assessor running an event and review the effectiveness of the plan.
Task 1	1. Prepare a written proposal to run an event. 2. Using the proposal, plan, set up and run an event, paying attention to the client brief. You will need to complete the required planning documentation: a. Time plan b. Catering requirements c. Staffing d. Venue set up e. Legal considerations f. Budget 3. You will need to be observed by your assessor setting up, running, and clearing an event. You will be required to demonstrate a range of skills including: a. Effective organisation and supervision b. Customer service c. Communication skills d. Problem solving

	You will be observed by your assessor, who will produce a detailed observation record and give you feedback on your performance. The final part of this task is an evaluation of the planning and the success of the event against the original brief and proposal. Evidence should be used to make clear justifications for improvements.
Checklist of evidence required	Event plan and documentation Observation checklists Written proposal

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
C.D3	Evaluate how successful the setting up, running of the event has been and make recommendations for improvement.
B.D2	Evaluate the event plan making suggestions for improvements
C.M3	Demonstrate a high level of independence in setting up, running of an event and justifying the decisions made.
B.M2	Produce an event plan showing independent research skill and justifying suggestions
B.P3	Describe the information needed in an event proposal and how this is obtained
B.P4	Plan an event, according to the client brief and proposal
C.P5	Set up and run an event according to the client brief and proposal
C.P6	Justify the planning decisions made during the running of the event.